

**DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS**  
**POSITION DUTY STATEMENT**

Name:	Division: Licensing and Certification Field Operations Branch
Classification: Seasonal Clerk	Working Title: Support Staff
Position Number: 798-426-1120-900	Collective Bargaining Unit/ID: R 04
Effective Date:	Conflict of Interest Category: None

1) Supervision Received: Under the direction of the Staff Services Manager I in the Field Operations Branch, the incumbent will provide clerical support to the Licensing and Certification Division.

2) Supervision Exercised: None.

3) Physical Demands: The ability to sit for extended periods of time to operate a computer; to stand for prolonged periods to photocopy, file, and fax documents; see, hear, speak and write during meetings, training events, conferences and interaction with other staff; push buttons on keyboard, calculator, photocopy machine, FAX, calculator, and telephone; grasp/handle mouse, papers, small objects, and manuals; reach to file above shoulder level; bend/stoop to file below waist level, bend at the neck; occasionally lift up to twenty (20) pounds, and to deliver documents to other offices within the Department.

4) Job Description: (Indicate the percentage of time performing each function)

**ESSENTIAL FUNCTIONS**

This position requires the incumbent to work the hours of 8:00 a.m. to 5:00 p.m.; maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

65%	Review, input into database, and create folders for incoming applications and documents for facility licensing, program certification. Update initial and renewal application information in the database; type and format documents, print licenses and certificates. Copy, mail, and file reports, memorandums, correspondence, and other documents. File maintenance projects and assistance with other special projects in preparation for transition of the Department.
30%	Answer/screen Division public telephone lines to provide general information, or route the telephone call to appropriate Branch/Department staff. Maintain/monitor LCD office equipment. Replace printer/fax paper and toner. Process outgoing and returned mail; open, date-stamp and distribute incoming mail. Type routine correspondence, reports, forms, and memorandums; as well as, highly sensitive, confidential, or complex correspondence; type charts, tables and other documents using Microsoft Word and Excel.

**NON-ESSENTIAL FUNCTIONS**

5%	Other duties as assigned.
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**SIGNATURES**

<p>I have read and discussed these duties with my supervisor:</p>     <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>Employee's Signature</span> <span>Date</span> </div> <p>Position classification approved:</p>  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>Personnel Analyst</span> <span>Date</span> </div>	<p>I certify that the above accurately represents the duties of the position:</p>     <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>Supervisor's Signature</span> <span>Date</span> </div>
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